

Workforce Workgroup Charter

Workgroup Name:	Workforce and Training	Co-Chairs:	Jeff Oxendine, Speranza Avram Martha Dameron
Meeting Frequency:	Bi-weekly, begin 5/28/2009, 11 AM	Workgroup Consultants:	Brad Kittredge, bkittredge@gmail.com Lynn Barr, lynnbarr@berkeley.edu

Workgroup Objectives:

- Ensure adequate workforce exists to achieve 90% Interoperable EMR adoption leveraging stimulus funds.
- Incorporate diverse stakeholder views and participation into a strategic plan.
- Develop a Workforce and Training Component for the California Health Information Exchange Strategic Plan
- Establish a consortium and prepare grant application to secure federal funding to implement HIT Workforce training programs.
- Create plan to integrate the application of certified EHRs and other health information technologies into the clinical education of health professionals to reduce medical errors, increase access to prevention, reduce chronic diseases, and ensure quality for inclusion into the California Health Information Exchange Strategic Plan

Decisions Governed:

- Determine workforce and training requirements
- Create the partnership for the grant application and respective organizational roles
- Develop and propose an HIT training curriculum for the Workforce and Training Component
- Develop metrics that meet federal and state reporting requirements
- Establish an evaluation plan to measure the proposal against required federal goals and impact on healthcare quality and safety.

Decisions Not-Governed:

- Level of Federal funding.

Strategic Plan:

Overarching Goals of the Workforce Workgroup:

1. Ensure an ample and adequately trained workforce exists to support broad dissemination of HIT to improve the quality and safety of health care.
2. Expand medical health informatics programs for health care and IT students, with a preference for existing programs less than 6 months in length.
3. Maximize federal stimulus funding payments to create and support the HIT workforce in California.

Priority Audience(s):

IT and health care students, providers-in-training, veterans, unemployed IT workers.

Objectives to Carry Out Goals:

- Subcommittee 1. Identify HIT workforce needs for next 10 years
- Identify existing HIT workforce capacity in CA (i.e. Numbers of IT, HIT, Integrators)
 - Estimate CA's HIT workforce needs based on a projected HIT implementation schedule
 - Project demand based on job descriptions and skill set requirements
- Subcommittee 2. Develop the Training and Education Programs Proposal to address the gaps in competency or workforce capacity identified for health care and IT workers
- Identify existing programs that that can be targeted for expansion or the develop new programs

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- Describe curriculum
- Identify institutions willing to create/adopt new programs
- Identify capital requirements and budgets
- Describe existing core competencies and identify new areas to be added
- Create student retention and recruitment program and measurement metrics
- (Option Based on time) Define requirements for demonstration project emphasizing HIT as part of medical education
 - Identify institution(s) willing to create/adopt demonstration project
 - Determine metrics for analyzing impact of demonstration project on healthcare quality and safety

Subcommittee 3. Partnerships, Governance and Sustainability

- Identify sources willing to meet the 50 % matching commitment
- Determine Governance structure
- Determine impact measurements
- Develop sustainability model

Tactical Plan Components:

Detailed description of programs listed above, workforce projections, gap analysis, capital and personnel budget, stimulus money forecast, matching funds forecast.

Resources/Team Members:[illegible]

Reference: ARRA page 142.

Linkage to Other Workgroups:

- Must integrate with Regional Extension Center

California Health and Human Services Health Information Technology Workgroups

Weekly Milestones	Tasks and Deliverables (events in bold)
May 22, 2009	Draft charters and straw strategic plans for all workgroups <ul style="list-style-type: none"> • Begin needs assessment, market analyses
May 29, 2009	Workgroup Kick-off <ul style="list-style-type: none"> • Identify co-chairs • Gain consensus on charters and revise as necessary • Split workgroup into subcommittees based on objectives
June 5, 2009	Determine subcommittee decision points and associated information needs <ul style="list-style-type: none"> • Establish subcommittee governance • Develop first meeting date and agenda
June 12, 2009	Hold 1 st subcommittee meetings <ul style="list-style-type: none"> • Submit progress report to workgroup co-chairs
June 19, 2009	Hold 2 nd subcommittee meetings <ul style="list-style-type: none"> • Complete needs assessments, market analyses
June 26, 2009	Hold final subcommittee meetings <ul style="list-style-type: none"> • Gain consensus on draft outline for subcommittee plan • Submit progress report to workgroup co-chairs
July 3, 2009	Finalize detailed outline for subcommittee plan <ul style="list-style-type: none"> • Workgroups Closed to New Members – July 1
July 10, 2009	Hold full workgroup meeting <ul style="list-style-type: none"> • Integrate subcommittee plans into single workgroup plan
July 17, 2009	CHHS HIT Summit – Report on Draft Strategic Plans <ul style="list-style-type: none"> • Individual workgroups report out, gather feedback
July 24, 2009	Workgroups revise and write up plans based on comments
July 31, 2009	Final draft strategic plans submitted to Deputy Secretary
August 7, 2009	CA HIT Advisory Board Meeting <ul style="list-style-type: none"> • Present and gather feedback on workgroup plans
August 14, 2009	Submit final strategic plans
August 28, 2009	First draft of grant due (if applicable)
September 11, 2009	Submit Grant (if applicable)